

Recognition of Prior Learning (RPL) – Exploring Transfer Credits

Recognizing Equivalent Post Secondary Education

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RPL at RRC – Exploring Transfer Credits

Welcome!

- ▶ Transfer Credit at RRC
- ▶ Benefits of a Transfer Credit System
- ▶ Transfer Credit Procedure
- ▶ Who does “what” in Transfer Credit?
- ▶ Ideas for the Future

Transfer Credit at RRC

- At RRC, Transfer Credit is one type of Recognition of Prior Learning process
 - ▶ Involves the assessment of educational documents
- Transfer credit coordination is in the Registrar's Office
- Transfer Credit Officer position was created in 2010 to support larger initiatives around student mobility

Student Mobility

- ▶ “The ability for learners at all stages of their lives and careers to easily move into, between, and out of postsecondary institutions is a key component in building a postsecondary education system that makes lifelong learning a reality.”
- ▶ - Pan-Canadian Consortium on Admissions and Transfer (PCCAT) Research Study, STUDENT MOBILITY IN CANADA ACROSS CANADIAN JURISDICTIONS

Transfer Credit Coordination

- ▶ Maintain a centralized transfer credit system that:
 - ▶ Provides a clear starting point for students and
 - ▶ Provides a clear process overall for everyone involved
- ▶ Document common transfer credit equivalencies
- ▶ Develop a database of these equivalencies and eventually create a public facing database

Public Facing Database

Database example: University of Manitoba, Brandon University, as well as BC (BCCAT) and AB (ACAT) provincial are other examples.

► https://aurora.umanitoba.ca/banprod/ksstransequiv.p_trans_eq_main

Welcome to the University of Manitoba Transfer Credit Equivalencies database.

The Transfer Credit Equivalencies database is for reference only. While course equivalencies are generally valid for five years from period of last assessment, they are subject to reconsideration at any time. A course excluded from the database does not necessarily indicate transfer credit will not be awarded. A detailed course outline/syllabus may be required at the point of application to determine whether credit may be granted.

Courses are assessed on a course-by-course basis and assigned University of Manitoba equivalency, where applicable. Where a direct equivalent does not exist, a course may be awarded general (unallocated) credit:
e.g. BIOL 1XXX TRANSFER 1000 LVL

While unallocated credit may fulfill select admission or degree requirements, it is generally insufficient to serve as a substitution for a particular course. If you are unsure how this type of credit may affect the application for admission or degree completion process, please contact the applicable office to determine suitability.

The following factors may affect transfer credit:

- a course may not fit a program.
- some programs may require a minimum grade in order to grant credit.
- some programs may only consider courses completed within the last ten (or fewer) years.

Current University of Manitoba students already working towards a degree program who may be interested in taking courses from another institution must submit a Letter of Permission request through the Registrar's Office to ensure credit will be awarded.

If you are unsure of an institution's location, or you are seeking equivalency information for ADVANCED PLACEMENT or INTERNATIONAL BACCALAUREATE courses, select "Unknown, Show All" for a complete listing.

1. Transfer from Province/State

- Unknown, Show All
- Outside of Canada/U.S.
- Manitoba
- Alabama
- Alaska

2. Transfer from Institution

- AFM Addictions Foundation MB
- Assiniboine Community College
- Booth University College
- Brandon University
- CGA Professional Studies
- Canadian Mennonite Bible Coll
- Canadian Mennonite University

3. U of M Subject Equivalent

- Unknown, Show All
- Accounting
- AgBusiness and AgEconomics
- Agriculture
- Agriculture Diploma
- Agroecology
- Animal Science

Assiniboine Community College		University of Manitoba Equivalent		
Course	Credit Hrs.	Course	Credit Hrs.	Comments
ACCT 0003/4 Financial Accounting 1 & 2	3	ACC 1100 Intro Fin Acctg	3	Last assessed Fall 2015 ACCT 0003 & ACCT 0004 TOGETHER EQUAL ACC 1100

RELEASE: 8.5.3

Equivalencies

- ▶ What are they?
 - ▶ Approved transfer equivalencies that any student can receive who has completed the same external course(s) from the same external institution within the required time frame and with the required grade
 - ▶ Important to capture decisions about these straightforward equivalencies since they are opportunities for all students

Equivalencies

- ▶ We have been collecting decisions on equivalencies where possible. Ex. Large programs that have many standard external equivalencies: BA and Nursing
- ▶ Working to align information collected with Colleague to use Colleague's capabilities for recording equivalencies
- ▶ Colleague can record 1-1, 2-1, Many-1, Many-Many equivalencies

Other Equivalencies

- ▶ Internal equivalency and transfer credit are other ways students can have prior learning recognized. The way we record these in Colleague on the student record may look different than external equivalencies
- ▶ Credit award via RPL or a combination of transfer credit and RPL is also recorded differently

Transfer Credit Procedure

Student completes Transfer Credit Request Form

- Available from Student Service Centre (D101 NDC or P104 EDC)
- Review RRC's transfer credit policies (A15 & A16) at: www.rrc.mb.ca/index.php?pid=656



Student Submits Form & Documents to Student Service Centre

- Transfer Credit Request Form completed (including checklist)
- Student submits official transcripts from originating institution (if not already on student file) and course(s) outline/syllabus
- Student makes assessment fee payment, if applicable
- CSR stamps Transfer Credit Request Form as "paid"



Transfer Credit Officer Initiates Transfer Credit Evaluation

- CSR forwards Transfer Credit Request Form and supporting documents to the Transfer Credit Officer (TCO)
- TCO:
 - Verifies official transcripts and syllabi (International credentials should be verified by International Credentials Officer)
 - Verifies that Transfer Credit policies are met
 - Checks for precedent transfer credits, internal equivalencies and articulation agreements

Precedent Exists or New Request is Approved

- TCO:
 - Enters new precedent into Colleague
 - Notifies student by email
 - Sends form to SRO to update student record

Transfer Credit Not Yet Assessed

- TCO sends Transfer Credit request to Program Chair (or Program RPL designate (if one exists))

- Instructor (Subject Matter Expert) assesses for transfer credit
- Program Chair or designate signs off on Transfer Credit Form and returns to Transfer Credit Officer

Transfer Credit Denied

- TCO:
 - notifies student by email
 - Recommends RPL services to student, if applicable.
 - Sends form to SRO to be filed

If other RPL processes are applicable, student works with Chair/Instructor/ RPL Advisor to explore RPL possibilities

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Who is Involved?

- ▶ Registrar's Office
- ▶ Academic Department
- ▶ Student
- ▶ Student Service Centre
- ▶ RPL Facilitator and RPL Advisor
- ▶ Continuing Education for part-time programs

Registrar's Office

▶ Transfer Credit Officer

- ▶ Maintains database of standard external equivalencies
- ▶ Does initial review of transfer credit requests
- ▶ Verifies requirements (official documents, currency and grade, recognized institution)
- ▶ Forwards curriculum to program area for review
- ▶ Can award credit based on standard equivalencies list
- ▶ Communicates final decision to students

▶ Student Records Officer

- ▶ Keeps completed request forms on student file
- ▶ Adds transfer credits to student record

Academic Departments

- ▶ Provides subject matter experts for assessment of new transfer credit requests
- ▶ Provides decisions on transfer credit equivalencies
- ▶ Advises students regarding alternative course selection and scheduling and program requirements

Student

- ▶ Can request transfer of credit once they have been accepted to their program and have paid their seat deposit
- ▶ Submits transfer credit requests and pays any applicable fees before the transfer credit assessment begins
- ▶ Is responsible for providing appropriate documentation for the assessment to be done

Student Service Centre

- ▶ Provides transfer credit request forms and general information about Transfer Credit processes
- ▶ Receives transfer credit fee payments
- ▶ Receives and forwards Transfer Credit requests to Transfer Credit Officer in the Registrar's Office

RPL Facilitator and RPL Advisor

- ▶ RPL Facilitator: Provides tools and resources to aide in the assessment of formal learning for transfer credit
- ▶ RPL Advisor: Advises students on issues related to transfer credit and RPL

Continuing Education

- ▶ Continuing Education currently manages their own transfer credit requests for all part-time programs.
- ▶ Contact person: Records Management, Barb Caligiuri

Ideas for the Future

- ▶ Make the application process available online
- ▶ Have a web presence for transfer credit information
- ▶ Develop a public facing database
- ▶ Develop Best Practices and Procedures guide for Transfer credit

Thank you!!

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